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1. The Office of Personnel (OP) has an immediate requirement for additional space in [] and Ames Buildings. This requirement is the result of the growth of three OP components--the Position Management and Compensation Division (PMCD), the Data Processing Staff, and the Retirement Division (RD), and the establishment of an Agency Working Group dedicated to the in-house administration of retirement programs.

2. Our choice of location is obviously [] for PMCD, the Data Processing Staff, and the Working Group because PMCD and the Data Processing Staff are currently located at [], and OP, which is chairing the Working Group, also resides there. We would like to backfill behind the Office of Security when they vacate []. If that is not possible, our second choice would be [] for PMCD and the Data Processing Staff. If [] is the only alternative, we might consider moving other OP organizational elements other than those mentioned in this memorandum. Candidate organizational elements would be those that could be accommodated in [] without being split between buildings.

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3. Our choice of location for RD is obviously the Ames Building because that is where the current organization resides.

4. Same as para 2 from old memo.

5. Same as para 3 from old memo.

6. The Agency's new legislative authority to administer retirement programs in-house has resulted in expanded space requirements for RD. Space for five additional people, fourteen IBM personal computers, and seven printers is needed. The PCs and printers have already been ordered. In addition, space is needed until at least July 1987 for the ten members of the Retirement Working Group. This intra-Agency group is responsible for ensuring that all the necessary steps to implement the new Federal Employees' Retirement System are taken.

7. This memorandum requests space for 43 additional personnel. Of the total, you should consider 27 as a permanent increase; and this figure should be added to OP's space requirements in the new building. Any assistance you can provide to meet these space needs would be appreciated. Please call if you have any questions or need additional information.

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ADDITION TO "SPACE REQUIREMENTS" ATTACHMENT

RD Space Requirements

Square Footage Needed:	700
People:	5
Special Equipment/Furniture:	14 IBM PCs* 7 IBM printers* 5 desks

*This equipment has already been ordered.

Working Group Space Requirements

Square Footage Needed:	1,400
People:	10 (3 OP, 5 OF, 1 OIT, 1 Clerical)
Special Equipment/Furniture:	4 WANG terminals (2 OP, 2 OF) 1 WANG printer 1 IBM PC (OF) 1 IBM printer (OF) 6 Delta Data terminals (1 OP, 3 OF, 1 OIT) 1 Data Royal printer 6 four-drawer safes 1 copying machine 1 five-shelf conserv-a-file 10 desks

10 October 1986

MEMORANDUM FOR THE RECORD

SUBJECT: Working Group Meeting

1. The Chairman began the meeting by advising the group on several ad hoc items which included the recent IRS ruling on lump sum refunds for the period 6 June - 30 June 1986, changes in Thrift dates, technical amendments submitted by Congresswoman Oakar and a request from OMB for statistical data on the Agency's retirement system and personnel. The Group agreed that we should not provide OMB with this detailed information. The Group's decision was conveyed to the Chairman of the Policy Group.

2. The Group was provided with an overview of the issues DD/OP/EBS and Chairman, Policy Group discussed with OPM. The group agreed that there were several issues which required development of a specific Agency position before approaching OPM such as lump sum refunds on resignees and third party inquiries. These issues will be narrowed down for Policy Group approval at the 27 October 1986 meeting.

3. A variety of Thrift issues were discussed, the most important being the tracking of loan repayments. OF representatives had indicated that modifications to the payroll system would result in real problems for them and preferred that OP - Thrift Branch - track repayments. The Chairman made it clear that OP would track repayments provided the Thrift computer software were in place and operating. However, the chairman made it clear there would be strong opposition to any manual system on the part of OP.

4. The problems with Integrees were raised again with the specific intent of focusing the CCS representatives on this issue. The Chairman tasked the two CCS representatives with ensuring that the Chief, CCS/State Branch establish a meeting between our OF representatives and payroll/finance personnel in State. They were further requested to keep the Chairman advised on the status of this issue.

5. The Group was advised that OGC was reviewing the letters which had been prepared for initial contact with the vendors selected for potential contracts. The Group was advised that OGC may have suggested language changes to ensure the letters do not convey any contractual arrangement between the Agency and the vendor.

6. Each of the group members provided a status report to the group on their requirements. All areas appeared to be on target with the exception of modifications to PERSIGN. The personnel representative was tasked to ensure his tasking on PERSIGN was completed on schedule with OF modification to Payroll and to be prepared for testing in coordination with OF. He was further advised to keep the Chairman advised of any potential problems or shortfalls in meeting this tasking.

7. The floor was opened for discussion on any ad hoc issues. There were none and the meeting was adjourned.



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